

MINUTES (DRAFT)
MEAD PUBLIC LIBRARY
FINANCE COMMITTEE MEETING
Thursday, September 27, 2012

The meeting of the Mead Public Library (MPL) Board Finance Committee was held on Thursday, September 27, 2012 in the Public Conference Room. Present Committee Members: Mr. Zylman, presiding; Mr. Nelson, Mrs. Quinn and Mr. Sampson. Unable to attend: Ald. Carlson and Mrs. Johnson. Others present: City of Sheboygan Chief Administrative Officer James Amodeo. Present Staff Members: Ms. Winkle and Mr. Zehfus.

1. The meeting was called to order at 2:15 p.m. by Zylman.
 2. Zylman determined there was a Quorum present.
 3. Nelson **moved** to approve the Finance Committee minutes of August 23, 2012. **Seconded** by Sampson. The motion **passed**.
 4. Zylman began review and possible action on payment of current expenditures, including payroll and recurring expenditures. Nelson **moved** to recommend the Board approve the current expenditures. **Seconded** by Sampson. The motion **passed**.
 5. Winkle reviewed the September 24th meeting of the Common Council Finance Committee. The 2013 City Budget was accepted and sent on to the Council for review and adoption. At this point, the 2013 MPL budget remains unchanged from that submitted by the Library Board. However, the staff will need to make some revisions in order to account for the WRS contribution rate that was recently announced at 13.3%. Zehfus will make these changes and submit the resulting revised budget to the Finance Department.
- Mr. Amodeo informed the Committee that October 15th is the tentative date of the public hearing on the 2013 budget.
6. Mr. Zylman began discussion of the process for developing a 2014 budget timeline. Mr. Amodeo discussed expected problems with the city's 2014 and 2015 budgets. Contractual obligations that will increase some department's budgets will put pressure other departments to reduce their budgets. Mr. Amodeo expects the 2014 budget will be due in April of 2013. The Committee discussed when to begin budget meetings and how to set priorities for 2014.
 7. Winkle updated the Committee on 2012 IT Initiative #3: Working with Circulation to evaluate the cost/benefits of automated check-in equipment. There could be service advantages to purchasing automated material handling (AMH) equipment but the purchase costs are high and return on investment rather long. Mr. Zehfus reported that a 3M Sales representative estimated AMH equipment that would work in the current barcode environment could cost about \$250,000.00. The Committee discussed the matter at length. By consensus the Committee agreed that the initiative should not be addressed in 2012 but held for a future annual Initiatives cycle pending availability of more information about the proposed restructuring of City services.

8. Zehfus reported the Rocca Meeting Room remodeling project will have to be delayed until late November. The painting of the Quiet Study Room roof and touch up painting of rust spots on the main roof is underway and should be completed in the next few days.

9. Winkle updated the Committee on the Third Floor space re-allocation project. Winkle stated the adult training room project could move forward using existing tables from the second floor and chairs could be purchased using a recent donation. Current magazines and newspapers would be moved to the second floor and the café area moved down to first floor. The MPL Foundation could be asked to fund the re-purposing of the Mead Reading Room into a children's activity room. This major space re-allocation could be accomplished with almost no expenditure of public funds. The Committee discussed the matter and by consensus agreed that staff should start the re-allocation project.

10. Zehfus reported on financial benchmarks that he monitors in the library Financial Reports.

11. Development of the 2014 Budget will be a topic for future agendas.

12. Zylman confirmed that he would report the Committee review and actions to the Mead Public Library Board when it meets this afternoon.

13. The date of the next meeting will be October 25th or as needed.

14. Nelson **moved** to adjourn the meeting at 3:43 p.m. **Seconded** by Sampson. The motion **passed**.